



## City of Norfolk Department of Neighborhood Preservation Vacant Building Registration Form

Section 11.1-16 of the City Code states that "any building that has been vacant for a continuous period of one year or more must be registered... There is an annual fee of twenty-five dollars (\$25.00). Failure to register your vacant building will result in a fifty dollar (\$50.00) civil penalty or a two hundred fifty dollar (\$250.00) civil penalty if the property is located within a conservation/rehabilitation district or designated blight area".

As such, if your building meets the above definition, you are required to complete this form and remit the required registration fee accordingly. Failure to do so will result in legal action against the subject property.

The City of Norfolk requests that the form be completed in its entirety to the greatest extent possible so as new program information becomes available, we will have current and appropriate means to contact the property owner(s) should the need arise.

Property Address: \_\_\_\_\_

### Property Owner or Lienholder Information

Contact Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

### Property Maintenance and Management Information

Contact Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Complete this form, attach a check or money order for \$25, payable to the "City of Norfolk", and mail to:

City of Norfolk  
Bureau of Neighborhood Quality  
400 Granby Street  
Norfolk, VA 23510

Attn: Ami Gonzalez

The fee and registration is valid for one (1) year from the date of the registration. You are required to renew your vacant building registration every year that your building has been vacant for 12 consecutive months. If you have any questions, contact Natalie Anderson at (757) 664-6589.

Registrant

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Company Name, Address, Phone Number \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

Note: Vacant buildings are required to be code compliant and nuisance free at all times to avoid legal action.